



Affirmative Employment Program

Greenbelt Managers: Wanda David and Michael Hartman
Wallops Manager: Lisa Johnson

The Goddard Space Flight Center is fully committed to Equal Employment Opportunity and the implementation of a strong affirmative employment program without regard to race gender, religion, color, national origin, age, or disability.

The Affirmative Employment Programs include the following:

- (1) Disabled Veterans Affirmative Action Programs [Required by 5 CFR 720.303];
- (2) Federal Equal Opportunity Recruitment Program [Required by 5 CFR 720.204];
- (3) Affirmative Action Program for Hiring, Placement, and Advancement of Disabled Individuals [Required by EEOC Management Directive 713];
- (4) Affirmative Employment Program for Minorities and Women [Required by EEOC Management Directive 714].

The GSFC reports to EEOC on their actualization of the above programs in regards to:

- Monitoring, reviewing and accommodation of disabled veterans and individuals with disabilities.
- Developing effective mechanisms for providing information for job opportunities targeted to reach candidates from under represented groups.
- Identifying major recruitment sources of women and minorities.
- Implementing special recruitment programs and track applicants from persons with targeted disabilities.
- Developing action items designed to integrate

The Affirmative Employment program is sometimes confused with the Affirmative Employment Program Plan (AEP). While the AEP plan is a working document with a life span of one to five years, it has specific requirements established by the Equal

Employment Opportunity Commission (EEOC) and supplemented by agency guidance, policy statements, staff memos and directives under the umbrage of this program.

The legal authority for developing accomplishment reports and affirmative employment plans for minorities and women is derived from Section 717, Title VII of the Civil Rights Act of 1964, as amended, and Executive Order 11478, as amended by Executive Order 12106. The authority for individuals with disabilities is derived from the Section 501 of the Rehabilitation Act of 1973, as amended.

The AEP Plan for minorities and women is an EEOC requirement under Management Directive (MD)-714. It promotes equal employment opportunity for all GSFC employees, to include women and minorities. The plan includes aggregate workforce and goal accomplishment data. The plan identifies ways to remove barriers to the employment and advancement of women and minorities.

Similarly, the Annual Accomplishment Report and Program Plan for Individuals with Disabilities provides anecdotal information about the provision of reasonable accommodations and facilities accessibility as well as the hiring, placement, and advancement of individuals with disabilities; and statistical information to reflect accomplishments in hiring and promoting. It seeks to identify barriers and solutions, with timelines for completion of work.

Currently, GSFC compiles two AEP Plans: one for minorities and women and one for individuals with disabilities. Once the plans are approved by the EEOC, they will be distributed to all managers and supervisors for use in setting their goals in support of overall GSFC EEO goals and objectives. None of these plans or reports indicate the names of individuals nor gives any other identifying information about applicants or employees.

The Goddard Equal Opportunity Council, which is made up of the Directors of and Director's Staff Office Chiefs, reviews our representation status annually and determines the Center's hiring goals. Chairs of the Center's advisory committees and representatives of the Center's unions (as non-voting members of the Council) participate in goal making discussions.

